

May 15, 2003

AGENDA
ILLINOIS CIVIL SERVICE COMMISSION
May 15, 2003

I. OPENING OF MEETING AT 10:30 A.M. AT 425½ SOUTH FOURTH STREET, SPRINGFIELD, ILLINOIS

II. PRESENT

III. APPROVAL OF MINUTES OF REGULAR MEETING HELD APRIL 17, 2003 AND RECONVENED MEETING HELD APRIL 18, 2003

WILL THE COMMISSION APPROVE THE MINUTES OF THE REGULAR MEETING HELD APRIL 17, 2003 AND RECONVENED MEETING HELD APRIL 18, 2003?

IV. MOTION TO GO INTO EXECUTIVE SESSION

WILL THE COMMISSION HOLD AN EXECUTIVE SESSION TO CONSIDER APPEALS OF DISMISSAL FILED WITH THE COMMISSION?

V. RECONVENE MEETING

VI. APPEALS TERMINATED WITHOUT DECISION

Listed below for the record is a summary of appeals in which termination was achieved by action other than formal decision by the Commission. All records pertaining to the appeals are a matter of record in the Commission files.

Dismissals

<u>Name</u>	<u>Title</u>	<u>Department</u>
Kyle Kirts	Public Service Administrator	Commerce & Economic Opportunity

Request for hearing filed: February 7, 2003

RESULTS: Petitioner and Respondent have settled all claims and appeals related to Respondent's employment, and severance of such employment, by Petitioner. Stipulation filed with the Commission April 30, 2003. Case closed by letter dated May 2, 2003.

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VI. APPEALS TERMINATED WITHOUT DECISION (continued)

Megan Ornellas Sr. Public Service Administrator Public Aid

Request for hearing filed: January 29, 2003

RESULTS: Petitioner and Respondent have settled all claims and appeals related to Respondent's employment, and severance of such employment, by Petitioner. Stipulation filed with the Commission April 30, 2003. Case closed by letter dated May 2, 2003.

DOES THE COMMISSION CONCUR WITH THE STAFF DECISIONS IN THE ABOVE MATTERS?

VII. COURT DECISIONS ON ADMINISTRATIVE REVIEW

Circuit Court – Dismissal

Department of Children & Family Services v. CSC and James Young

The Honorable Nancy J. Arnold, Judge of the Circuit Court of Cook County, entered a judgment order on February 26, 2003, affirming the June 21, 2001 decision of the CSC, reducing discipline imposed against respondent, James Young, from discharge to a 90-day suspension. DCFS has filed an appeal with the Appellate Court of Illinois, First Judicial District.

VIII. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE

A. Report on Exempt Positions

<u>Agency</u>	<u>Total Employees</u>	<u>No. of Exempt Positions</u>
Aging	102.....	6
Agriculture	517.....	10
Arts Council	22.....	1
Banks and Real Estate	261.....	2
Central Management Services.....	1,147.....	15
Children and Family Services	3,522.....	29
DCEO	417.....	22
Corrections	14,102.....	104
Deaf and Hard of Hearing Comm.	8.....	1
Developmental Disabilities Council... 14.....	14.....	1
Elections Board	49.....	1
Emergency Management Agency	54.....	1
Employment Security	1,918.....	10
EPA	1,149.....	4
Financial Institutions	85.....	4
Guardianship and Advocacy	117.....	6
Historic Preservation Agency.....	191.....	2
Human Rights Commission.....	10.....	2
Human Rights Department.....	137.....	4
Human Services.....	15,638.....	40
Industrial Commission	151.....	8
Insurance	333.....	5
Investment Board	4.....	1
Labor	86.....	7
Labor Relations Board Educational ... 22.....	22.....	2
Labor Relations Board State.....	23.....	2
Law Enf. Trng. & Standard Bd.	24.....	1
Liquor Control Commission.....	71.....	3
Lottery	232.....	7
Medical District Commission.....	5.....	1
Natural Resources	1,623.....	23
Pollution Control Board	30.....	3
Professional Regulation.....	263.....	8
Property Tax Appeal Board.....	39.....	2
Public Aid.....	2,372.....	15
Public Health	1,130.....	16
Revenue.....	1,987.....	30
State Fire Marshal	125.....	4
State Police	1,533.....	4
State Police Merit Board	5.....	1
State Retirement Systems	79.....	1
Veterans Affairs	1,123.....	2
TOTALS.....	50,720.....	411

VIII. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

B. Governing Rule - Jurisdiction B Exemptions

- a) Before a position shall qualify for exemption from Jurisdiction B under Section 4d(3) of the Personnel Code, the position shall be directly responsible to:
 1. The Governor, or
 2. A departmental director or assistant director appointed by the Governor, or
 3. A board or commission appointed by the Governor, or
 4. The head of an agency created by Executive Order, or the director or assistant director of an agency carrying out statutory powers, whose offices are created by the Governor subject to legislative veto under Article V, Section 11, of the Constitution of 1970, which agency head, director, or assistant director may themselves be subject to exemption under Section 4d(3), or
 5. In an agency having a statutory assistant director, a deputy director exercising full line authority under the director for all operating entities of the agency, provided the statutory role of assistant director is vacant or is assigned clearly distinct and separate duties from the deputy director and as a colleague to him, or
 6. A line position organizationally located between the director and/or assistant director and a subordinate statutorily exempt position(s), provided the position proposed for exemption has line authority over the statutory exempt position(s), or
 7. The elected head of an independent agency in the executive, legislative, or judicial branch of government.
- b) If a position meets the above criterion, it must, in addition, be responsible for one or more of the following before it shall be approved as exempt:
 1. Directs programs defined by statute and/or departmental, board, or commission policy or possess significant authority when acting in the capacity of a director of programs to bind the agency.
 2. Makes decisions in exercising principal responsibility for the determination or execution of policy which fix objectives or state the principles to control action toward operating objectives of one or more divisions, such decisions being subject to review or reversal only by the director, assistant director, board or commission.
 3. Participates in the planning and programming of departmental, board, or commission activities, integrating the plans and projections of related divisions, and the scheduling of projected work programs of those agencies.

* * *

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VIII. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

C. Department of Natural Resources - Proposed Exemption

The following request for exemption was continued at the April, 2003 meeting until May, 2003.

COPY

The Acting Director of Natural Resources, Tom Flattery, has requested 4d(3) exemption of the following established position:

Position Title:	Public Service Administrator
Position Number:	37015-12-00-600-00-01
Division:	Director's Office
Incumbent:	Vacant
Supervisor:	Director
Location:	Springfield

This position formulates, recommends, and implements administrative policies and procedures, operating budget and goals and objectives for the efficacious operation, maintenance and security of the facility. This position establishes and implements policies and procedures at all IDNR facilities statewide. This position serves as chair of the Department's statewide Safety and Emergency Plan Committee for the Director's approval.

Considering the reporting relationship, and the fact that the position is responsible for representing the director of the agency in the interpretation of programs and policies, I agree with Acting Director Flattery and recommend 4d(3) exemption.

To facilitate your staff's review, I have enclosed a copy of the subject position, together with the agency's letter of request and organization chart. If additional information is required, please contact Marianne Armento at 782-5601 in the Division of Technical Services.

END OF COPY

COPY

Dear Director Rumman:

Please find enclosed the necessary documents to establish a Public Service Administrator and a position action exempting the position from Jurisdiction B, Section 4d3, of the Personnel Code.

The responsibility of this position exercises principal responsibility for the determination and execution of policy which fix objectives and state the principals to

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VIII. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

C. Department of Natural Resources - Proposed Exemption (continued)

control action toward operating objectives for more than one division, such decisions are subject to review or reversal only by the director.

Your concurrence with this request will be appreciated.

Should you need additional information, please contact Salvatore Raymond at 785-0073.

END OF COPY

STAFF ANALYSIS

In April, staff recommended this request be continued to allow time for additional information re: an executive order that might affect the facility management position and for an updated letter from Director Brunsvold. That letter has been obtained and is included for your review.

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title:	Public Service Administrator
Position Number:	37015-12-00-600-00-01
Division:	Director's Office
Incumbent:	Vacant
Supervisor:	Director
Location:	Springfield

May 15, 2003

VIII. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

D. Department of Commerce and Economic Opportunity - Proposed Exemption

The following requests for exemption were continued at the April, 2003 meeting until May, 2003.

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Richards:

DCEO has previously managed its statutorily mandated operations through a Chief Operating Officer, with the Governor-appointed Assistant Director historically serving in an advisory role with regards to specific initiatives favored by the Governor's Office. While the role of the Assistant Director is being retained, the position of Chief Operating Officer is being abolished, eliminating the position to oversee and coordinate operations of Bureaus across the Agency. Each Deputy Director of a Bureau now reports directly to the Director and the scope of responsibility has increased to implement and identify Agency-wide resources when projects warrant multi involvement for economic development projects. Clarifications of these five 4d(3) positions are hereby submitted for the Commission's information.

Acting Director Jack Lavin of the Department of Commerce and Economic Opportunity (DCEO) has requested 4d(3) exemption of nine other established positions. The first position serves as Human Resources Manager. The Human Resources Manager reports directly to the Agency Director and carries the authority of the Director to formulate and implement policies and procedures pertaining to Human Resources programs.

Position Title:	Senior Public Service Administrator
Position Number:	40070-42-00-060-00-01
Division:	Director's Office/Office of Human Resources & Labor Relations
Incumbent:	Vacant
Supervisor:	Director
Location:	Sangamon County

Due to the structural changes previously cited, three other positions now report directly to the Director and formulate and implement policies and procedures pertaining to their assigned programs. Additionally, these positions exercise the authority to allocate and control resources for their assigned programs.

VIII. EXEMPTIONS UNDER SECTION 4D(3) OF THE PERSONNEL CODE (continued)

D. Department of Commerce and Economic Opportunity - Proposed Exemption (continued)

Position Title: Senior Public Service Administrator
Position Number: 40070-42-00-300-00-01
Division: Director's Office/Office of Financial Management
Incumbent: Vacant
Supervisor: Director
Location: Sangamon County

Position Title: Senior Public Service Administrator
Position Number: 40070-42-00-500-00-01
Division: Director's Office/Information Technology Management
Incumbent: Marsha A. Leckrone
Supervisor: Director
Location: Sangamon County

Position Title: Senior Public Service Administrator
Position Number: 40070-42-00-600-00-01
Division: Director's Office/Management Operations
Incumbent: Nancy F. Lane
Supervisor: Director
Location: Sangamon County

Although the remaining five positions do not meet the reporting criteria of Commission Rule 11, the Commission has granted exemptions of similar positions with the rationale that the employee serves in the capacity of a position exempted from Code coverage in their absence.

Position Title: Senior Public Service Administrator
Position Number: 40070-42-25-000-05-01
Division: Bureau of Tourism
Incumbent: Vacant
Supervisor: Deputy Director, SPSA 40070-42-25-000-00-01
Location: Cook County

Position Title: Senior Public Service Administrator
Position Number: 40070-42-35-000-05-01
Division: Bureau of Business Development
Incumbent: Vacant
Supervisor: Deputy Director, SPSA 40070-42-35-000-00-01
Location: Cook County

VIII. EXEMPTIONS UNDER SECTION 4D(3) OF THE PERSONNEL CODE (continued)

D. Department of Commerce and Economic Opportunity - Proposed Exemption (continued)

Position Title: Senior Public Service Administrator
Position Number: 40070-42-50-000-05-01
Division: Bureau of Community Development
Incumbent: Vacant
Supervisor: Deputy Director, SPSA 40070-42-50-000-00-01
Location: Cook County

Position Title: Senior Public Service Administrator
Position Number: 40070-42-60-000-05-01
Division: Bureau of Technology & Industrial Competitiveness
Incumbent: Vacant
Supervisor: Deputy Director, SPSA 40070-42-60-000-00-01
Location: Cook County

Position Title: Senior Public Service Administrator
Position Number: 40070-42-70-000-05-01
Division: Bureau of Energy & Recycling
Incumbent: Vacant
Supervisor: Deputy Director, SPSA 40070-42-70-000-00-01
Location: Cook County

Each of these Assistant Deputy Directors report directly to a Deputy Director and direct and administer their respective Bureau's strategic planning and development of new program initiatives. These positions develop long-term planning and formulate policy to implement long-term goals for their Bureaus. They also carry the authority to commit policy, resources and operational actions in the same capacity of the role of Deputy Director in the Deputy Director's absence.

Considering the structural changes caused by the abolition of the Chief Operating Officer and the programmatic responsibilities of all the above-listed positions, I agree with acting Director Jack Lavin and recommend 4d3 exemption.

To facilitate your staff's review, I have enclosed a copy of the subject positions, together with the agency's letter of request and organizational charts. If additional information is required, please contact Marianne Armento, Division Manager, Technical Services Division, at 782-5601.

END OF COPY

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VIII. EXEMPTIONS UNDER SECTION 4D(3) OF THE PERSONNEL CODE (continued)

D. Department of Commerce and Economic Opportunity - Proposed Exemption (continued)

COPY

Dear Director Rumman:

I am requesting 4d(3) exemptions for nine Senior Public Service Administrator positions in the Department of Commerce and Economic Opportunity.

One of the positions requested for 4d(3) exemption is the Senior Public Service Administrator, Human Resources Manager (40070-42-00-060-00-01). This position has always reported to the Agency Director and has the reporting criteria necessary for exemption. The position administers programs and functions defined by Illinois statute of the Personnel Code. This position also maintains the authority to make administrative decisions on behalf of the Director and implement policy and procedures pertaining to Human Resources for the Director.

There are five Assistant Deputy Director positions impacted by structural changes occurring in the Agency that warrant request for 4d(3). These five positions are:

Senior Public Service Administrator
Tourism Assistant Deputy Director
40070-42-25-000-05-01

Senior Public Service Administrator
Business Development Assistant Deputy Director
40070-42-35-000-05-01

Senior Public Service Administrator
Community Development Assistant Deputy Director
40070-42-50-000-05-01

Senior Public Service Administrator
Technology & Industrial Competitiveness Assistant Deputy Director
40070-42-60-000-05-01

Senior Public Service Administrator
Energy & Recycling Assistant Deputy Director
40070-42-70-000-05-01

VIII. EXEMPTIONS UNDER SECTION 4D(3) OF THE PERSONNEL CODE (continued)

D. Department of Commerce and Economic Opportunity - Proposed Exemption (continued)

The agency has previously managed its statutorily mandated operations through a Chief Operations Officer, with the Governor-appointed Assistant Director historically serving in an advisory role with regards to specific initiatives favored by the Governor's Office. The position of Chief Operating Officer is being abolished, with the subordinate Deputy Director positions now reporting directly to the agency director, while the role of the Assistant Director is being retained.

The removal of the Chief Operating Officer now makes each Deputy Director of a Bureau individually responsible to the Agency Director, with a greater emphasis placed on this Deputy's administration of its assigned Bureau. There is no longer a position to oversee and coordinate operations of Bureaus across the Agency and the Deputy Director's scope of responsibility has increased to implement and identify Agency-wide resources when projects warrant multi involvement for economic development projects.

In turn, this change elevates the reporting hierarchy and the principle policy administration of the Assistant Deputy Director positions. The Assistant Deputy Director directs and administers the Bureau's strategic planning, developing new program initiatives for the Bureau. These positions also maintain authority to commit policy, resources and operational actions in the same capacity of the Deputy Director in their absence.

The remaining three positions requested for 4d3 exemption are also impacted by the structural changes resulting from the abolishment of the Chief Operating Officer. These three positions are:

Senior Public Service Administrator, Financial Management Manager
40070-42-00-300-00-01

Senior Public Service Administrator, Information Technology Manager
40070-42-00-500-00-01

Senior Public Service Administrator, Management Operations Manager
40070-42-00-600-00-01

With this change, these positions now report directly to the Director, and also manage and exercise the authority to commit policy and resources for their assigned programs.

The structural changes and programmatic responsibilities of all the above listed positions, warrant consideration of exemption of 4d(3) of the Personnel Code. These

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VIII. EXEMPTIONS UNDER SECTION 4D(3) OF THE PERSONNEL CODE (continued)

D. Department of Commerce and Economic Opportunity - Proposed Exemption (continued)

changes will strengthen the accountability and responsibility of the positions to carry out the Agency's mission and direction.

I appreciate your consideration of this request and ask for your approval to make these positions 4d(3) exempt.

END OF COPY

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITIONS?

Position Title: Senior Public Service Administrator
Position Number: 40070-42-00-060-00-01
Division: Director's Office/Office of Human Resources & Labor Relations
Incumbent: Vacant
Supervisor: Director
Location: Sangamon County

Position Title: Senior Public Service Administrator
Position Number: 40070-42-00-300-00-01
Division: Director's Office/Office of Financial Management
Incumbent: Vacant
Supervisor: Director
Location: Sangamon County

Position Title: Senior Public Service Administrator
Position Number: 40070-42-00-500-00-01
Division: Director's Office/Information Technology Management
Incumbent: Marsha A. Leckrone
Supervisor: Director
Location: Sangamon County

Position Title: Senior Public Service Administrator
Position Number: 40070-42-00-600-00-01
Division: Director's Office/Management Operations
Incumbent: Nancy F. Lane
Supervisor: Director
Location: Sangamon County

VIII. EXEMPTIONS UNDER SECTION 4D(3) OF THE PERSONNEL CODE (continued)

D. Department of Commerce and Economic Opportunity - Proposed Exemption (continued)

Position Title: Senior Public Service Administrator
Position Number: 40070-42-25-000-05-01
Division: Bureau of Tourism
Incumbent: Vacant
Supervisor: Deputy Director, SPSA 40070-42-25-000-00-01
Location: Cook County

Position Title: Senior Public Service Administrator
Position Number: 40070-42-35-000-05-01
Division: Bureau of Business Development
Incumbent: Vacant
Supervisor: Deputy Director, SPSA 40070-42-35-000-00-01
Location: Cook County

Position Title: Senior Public Service Administrator
Position Number: 40070-42-50-000-05-01
Division: Bureau of Community Development
Incumbent: Vacant
Supervisor: Deputy Director, SPSA 40070-42-50-000-00-01
Location: Cook County

Position Title: Senior Public Service Administrator
Position Number: 40070-42-60-000-05-01
Division: Bureau of Technology & Industrial Competitiveness
Incumbent: Vacant
Supervisor: Deputy Director, SPSA 40070-42-60-000-00-01
Location: Cook County

Position Title: Senior Public Service Administrator
Position Number: 40070-42-70-000-05-01
Division: Bureau of Energy & Recycling
Incumbent: Vacant
Supervisor: Deputy Director, SPSA 40070-42-70-000-00-01
Location: Cook County

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VIII. EXEMPTIONS UNDER SECTION 4D(3) OF THE PERSONNEL CODE (continued)

E. Department of Commerce and Economic Opportunity - Proposed Exemption

The following requests for exemption were continued at the April, 2003 meeting until May, 2003.

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Richards:

Acting Director Jack Lavin of the Department of Commerce and Economic Opportunity (DCEO) has requested 4d(3) exemption of nine established positions.

Position Title: Public Service Administrator
Position Number: 37015-42-00-000-02-01
Division: Director's Office
Incumbent: Vacant
Supervisor: Director
Location: Sangamon County

Position Title: Senior Public Service Administrator
Position Number: 40070-42-00-000-03-01
Division: Director's Office
Incumbent: Vacant
Supervisor: Director
Location: Cook County

Both of these positions report directly to the Agency's Director. The first position serves as the Associate Executive Assistant for the Springfield Office. This position serves as a liaison for the Director regarding administrative programs of a controversial nature. The second position reports directly to the Agency's Director and serves as the Chief of Staff. This position is responsible for evaluating and executing Agency programs and provides cohesive programmatic development of the Agency's economic development goals and missions.

The remaining seven positions do not meet the reporting criteria of Commission Rule 11, however, they are responsible for planning and performing programmatic activities for the Department.

VIII. EXEMPTIONS UNDER SECTION 4D(3) OF THE PERSONNEL CODE (continued)

E. Department of Commerce and Economic Opportunity - Proposed Exemption (continued)

Position Title: Public Service Administrator
Position Number: 37015-42-00-000-15-01
Division: Director's Office
Incumbent: John C. Glazier
Supervisor: Director
Location: Sangamon County

Specifically, this position serves as a liaison with the legislature and constituents for the statewide grant program.

Position Title: Senior Public Service Administrator
Position Number: 40070-42-00-071-00-02
Division: Director's Office
Incumbent: Mona B. Martin
Supervisor: Senior Public Service Administrator 40070-42-00-070-00-01
Location: Sangamon County

This position formulates new policy and administrative standards for Agency-wide implementation and plans, designs and develops statewide legislative initiatives for new economic and community development.

Position Title: Senior Public Service Administrator
Position Number: 40070-42-00-073-00-01
Division: Director's Office/Bureau of Policy Development Planning & Research
Incumbent: Vacant
Supervisor: Senior Public Service Administrator 40070-42-00-070-00-01
Location: Sangamon County

This position serves as the Manager of the Illinois FIRST Program, which is responsible for developing all policies and programs.

Position Title: Senior Public Service Administrator
Position Number: 40070-42-00-074-00-01
Division: Director's Office/Bureau of Policy Development Planning & Research
Incumbent: Vacant
Supervisor: Senior Public Service Administrator 40070-42-00-070-00-01
Location: Sangamon County

VIII. EXEMPTIONS UNDER SECTION 4D(3) OF THE PERSONNEL CODE (continued)

E. Department of Commerce and Economic Opportunity - Proposed Exemption (continued)

This position serves as the Manager of Census Data and Goal Review. This position formulates Agency-wide goals and objectives and develops a reporting process to report to the General Assembly. Additionally, this position manages and administers the Illinois State Data Center Cooperative.

Position Title: Senior Public Service Administrator
Position Number: 40070-42-00-094-00-01
Division: Illinois Trade Office
Incumbent: Vacant
Supervisor: Senior Public Service Administrator 40070-42-00-090-00-01
Location: Cook County

This position serves as Manager of the International Business European/Middle East/Africa and Asia offices. This incumbent formulates policies, plans, directs, evaluates and executes all of the Agency programs directed at Europe, the Middle East, Asia and Africa.

Position Title: Senior Public Service Administrator
Position Number: 40070-42-00-095-00-01
Division: Director's Office
Incumbent: Vacant
Supervisor: Senior Public Service Administrator 40070-42-00-090-00-01
Location: Cook County

This position serves as Manager of the America's Office and Export Trade Office. The incumbent formulates policy, plans, directs, evaluates and executes all of the functions and activities of the America's Office.

Position Title: Senior Public Service Administrator
Position Number: 40070-42-00-400-10-01
Division: Director's Office/Coal Development & Marketing
Incumbent: Vacant
Supervisor: Senior Public Service Administrator 40070-42-00-400-00-01
Location: Sangamon County

This position plans all statewide Coal Programs, including the development, organization and implementation of comprehensive plans and promotional campaigns for marketing Illinois coal and clean coal-burning technologies.

Considering the programmatic responsibilities of all the above listed positions, I agree with Acting Director Lavin and recommend 4d3 exemption.

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VIII. EXEMPTIONS UNDER SECTION 4D(3) OF THE PERSONNEL CODE (continued)

E. Department of Commerce and Economic Opportunity - Proposed Exemption (continued)

To facilitate your staff's review, I have enclosed a copy of the subject positions, together with the agency's letter of request and organizational charts. If additional information is required, please contact Marianne Armento, Division Manager, Technical Services Division, at 782-5601.

END OF COPY

COPY

Dear Mr. Rumman

I am requesting a 4d(3) exemption for one (1) Senior Public Service Administrator, and two (2) Public Service Administrators that provide key management support to the Agency Director.

The Senior Public Service Administrator, position number 40070-42-00-000-03-01, reports to the Agency Director and serves as the agency Chief of Staff. The agency Chief of Staff will exercise principal responsibility in evaluating and executing agency programs, and in providing cohesive programmatic development of the Agency's economic development goals and missions.

The Public Service Administrator, position number 37015-42-00-000-02-01, reports to the Agency Director and will serve as the Associate Executive Assistant based in Springfield. In this role, the Associate Executive Assistant will participate in the planning and programming of the Department activities based in the Director's Office, perform administrative functions for the Director and serve as a liaison and representative for the Director regarding administrative programs of a controversial nature.

The Public Service Administrator, position number 37015-42-00-000-15-01, reports to the Director of Legislative Affairs, and participates on planning and programmatic activities of the Department in the statewide grant program assigned to the Office. The individual in this role will serve as a liaison with the legislature and constituents for the statewide grant program interests affecting the Agency.

The policy and administrative responsibility of these three positions warrant consideration to be exempt under Section 4d(3) of the Personnel Code. I ask for your approval of my request to make these positions 4d(3) exempt and to be effective as soon as possible.

END OF COPY

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VIII. EXEMPTIONS UNDER SECTION 4D(3) OF THE PERSONNEL CODE (continued)

E. Department of Commerce and Economic Opportunity - Proposed Exemption (continued)

COPY

Dear Mr. Rumman:

I am requesting a 4d(3) exemption for three (3) Senior Public Service Administrators that play a lead role in the development of Agency policies, and provide key management and support to the Director of Policy Development, Planning, and Research Division of the Agency.

The Senior Public Service Administrator, position number 40070-42-00-071-00-02, reports to the Director of Policy Development, Planning, and Research, and serves as the manager of Program and Policy Development. The individual in this role will formulate new policy and administrative standards for agency-wide implementation, and will plan, design, and develop statewide legislative initiatives for new, Agency-wide economic and community development programs.

The Senior Public Service Administrator, position number 40070-42-00-073-00-01, reports to the Director of Policy Development, Planning, and Research, and serves as the Manager of the Illinois FIRST program. The individual in this role will develop all policy and program initiatives for Illinois FIRST, develop all procedural processes for administering approximately \$560 million in grant add-ons for the state of Illinois, and supervises all employees in the Illinois FIRST unit.

The Senior Public Service Administrator, position number 40070-42-00-074-00-01, reports to the Director of Policy Development, Planning, and Research, and serves as the manager of Census Data and Goal Review. The individual in this role will formulate agency-wide goals and objectives and develop a reporting process for reporting data on goals and objectives to the Illinois General Assembly. In addition, this individual is responsible for managing and administering the Illinois State Data Center Cooperative.

The policy and administrative responsibility of these three positions warrant consideration to be exempt under Section 4d(3) of the Personnel Code.

I ask for your approval of my request to make these positions 4d(3) exempt and to be effective as soon as possible.

END OF COPY

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VIII. EXEMPTIONS UNDER SECTION 4D(3) OF THE PERSONNEL CODE (continued)

E. Department of Commerce and Economic Opportunity - Proposed Exemption (continued)

COPY

Dear Mr. Rumman:

I am requesting 4d(3) exemptions for two (2) Senior Public Service Administrators that provide key management support to the Illinois Trade Office.

The Senior Public Service Administrator, position number 40070-42-00-094-00-01, reports to the Director of the Illinois Trade Office and serves as the Manager of the International Business European/Middle East/ and Africa office and Asia offices. This individual will formulate policy, plan, direct, evaluate, and execute all functions of the Agency programs directed at Europe, the Middle East, Asia and Africa.

The Senior Public Service Administrator, position number 40070-42-00-095-00-01, reports to the Director of the Illinois Trade Office and serves as the Manager of the America's Office and Export Trade Office. The individual in this position will formulate policy, plan, direct, evaluate, and execute all functions and activities of the America's office.

The policy and administrative responsibility of these two positions warrant consideration to be exempt under Section 4d(3) of the Personnel Code.

I ask for your approval of my request to make these positions 4d(3) exempt and to be effective as soon as possible.

END OF COPY

COPY

Dear Mr. Rumman:

I am requesting a 4d(3) exemption for one (1) Senior Public Service Administrator that provides key management support to the Agency's Deputy Director of the Office of Coal Development and Marketing. The elimination of the Agency's Chief Operations Officer has subsequently increased the management and policy making responsibility of this position enough to warrant such exemption.

VIII. EXEMPTIONS UNDER SECTION 4D(3) OF THE PERSONNEL CODE (continued)

E. Department of Commerce and Economic Opportunity - Proposed Exemption (continued)

The Senior Public Service Administrator, position number 40070-42-00-400-10-01, reports to the Deputy Director of the Office of Coal Development and Marketing and serves as the Manager of Coal Programs. In this position, the individual will participate in planning and programming of all statewide Coal Programs, including the development, organization, and implementation of comprehensive plans and promotional campaigns for marketing Illinois coal and clean coal-burning technologies.

The policy and administrative responsibility of this position warrants consideration to be exempt under Section 4d(3) of the Personnel Code.

I ask for your approval of my request to make this position 4d(3) exempt and to be effective as soon as possible.

END OF COPY

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITIONS?

Position Title: Public Service Administrator
Position Number: 37015-42-00-000-02-01
Division: Director's Office
Incumbent: Vacant
Supervisor: Director
Location: Sangamon County

Position Title: Senior Public Service Administrator
Position Number: 40070-42-00-000-03-01
Division: Director's Office
Incumbent: Vacant
Supervisor: Director
Location: Cook County

Position Title: Public Service Administrator
Position Number: 37015-42-00-000-15-01
Division: Director's Office
Incumbent: John C. Glazier
Supervisor: Director
Location: Sangamon County

VIII. EXEMPTIONS UNDER SECTION 4D(3) OF THE PERSONNEL CODE (continued)

E. Department of Commerce and Economic Opportunity - Proposed Exemption (continued)

Position Title: Senior Public Service Administrator
Position Number: 40070-42-00-071-00-02
Division: Director's Office
Incumbent: Mona B. Martin
Supervisor: Senior Public Service Administrator 40070-42-00-070-00-01
Location: Sangamon County

Position Title: Senior Public Service Administrator
Position Number: 40070-42-00-073-00-01
Division: Director's Office/Bureau of Policy Development Planning & Research
Incumbent: Vacant
Supervisor: Senior Public Service Administrator 40070-42-00-070-00-01
Location: Sangamon County

Position Title: Senior Public Service Administrator
Position Number: 40070-42-00-074-00-01
Division: Director's Office/Bureau of Policy Development Planning & Research
Incumbent: Vacant
Supervisor: Senior Public Service Administrator 40070-42-00-070-00-01
Location: Sangamon County

Position Title: Senior Public Service Administrator
Position Number: 40070-42-00-094-00-01
Division: Illinois Trade Office
Incumbent: Vacant
Supervisor: Senior Public Service Administrator 40070-42-00-090-00-01
Location: Cook County

Position Title: Senior Public Service Administrator
Position Number: 40070-42-00-095-00-01
Division: Director's Office
Incumbent: Vacant
Supervisor: Senior Public Service Administrator 40070-42-00-090-00-01
Location: Cook County

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VIII. EXEMPTIONS UNDER SECTION 4D(3) OF THE PERSONNEL CODE (continued)

E. Department of Commerce and Economic Opportunity - Proposed Exemption (continued)

Position Title: Senior Public Service Administrator
Position Number: 40070-42-00-400-10-01
Division: Director's Office/Coal Development & Marketing
Incumbent: Vacant
Supervisor: Senior Public Service Administrator 40070-42-00-400-00-01
Location: Sangamon County

F. Department of Revenue - Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Richards:

Director Brian A. Hamer of the Department of Revenue has requested 4d(3) exemption of the following established position:

Position Title: Senior Public Service Administrator
Position Number: 40070-25-45-100-00-01
Division: Human Resource Management
Incumbent: Vacant
Supervisor: Director
Location: Sangamon

This position reports directly to the Director and directs and administers policies and procedures affecting agency human resource programs for the Department of Revenue. Additionally, this position serves as the Agency's spokesperson representing the Director in negotiating statewide labor contracts, performs outreach to the legislature, other state agencies, and to community organizations. Considering the reporting relationship and the fact that the position represents the Director of Revenue in developing and implementing human resources policies and procedures, I agree with Director Hamer and recommend 4d(3) exemption. To facilitate your staff's review, I have enclosed a copy of the subject position, together with the agency's letter of request and the organization chart. If additional information is required, please contact Marianne Armento, Division Manager, Technical Services Division, at 782-5601.

END OF COPY

May 15, 2003

VIII. EXEMPTIONS UNDER SECTION 4D(3) OF THE PERSONNEL CODE (continued)

F. Department of Revenue - Proposed Exemption (continued)

COPY

Dear Director Rumman:

We are proposing the exemption of a new Senior Public Service Administrator, Opt. 1, as provided in Section 4d(3) of the Personnel Code.

This position is a Program Administrator position and reports directly to the Director of Revenue and directs and administers policies and procedures affecting agency human resource programs for the Agency. This position acts with the full authority of the Director in negotiating statewide labor contracts, performs outreach to the legislature, other state agencies, and to community organizations.

The attached CMS-104 and organizational charts will depict the placement and responsibility of this position.

Thank you for your assistance in this matter.

END OF COPY

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title:	Senior Public Service Administrator
Position Number:	40070-25-45-100-00-01
Division:	Human Resource Management
Incumbent:	Vacant
Supervisor:	Director
Location:	Sangamon

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VIII. EXEMPTIONS UNDER SECTION 4D(3) OF THE PERSONNEL CODE (continued)

G. Department of Commerce and Economic Opportunity - Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Richards:

Acting Director Jack Lavin of the Department of Commerce and Economic Opportunity has requested 4d(3)exemption of the following established position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-42-60-200-00-01
Division:	Office of High Performance Workplace
Incumbent:	Vacant
Supervisor:	Director
Location:	Cook County

This position serves as Manager of the Office of High Performance Workplace and reports directly to the Department's Director. As Manager, this position exercises administrative authority and policy development in the identification of effective techniques to promote High Performance Workplace Programs. Considering the reporting relationship and the fact that the position formulates and implements policies for the Department, I agree with Acting Director Jack Lavin and recommend 4d(3) exemption. To facilitate your staff's review, I have enclosed a copy of the subject position, together with the Department's letter of request and the organization chart. If additional information is required, please contact Marianne Armento, Division Manager, Technical Services Division, at 782-5601.

END OF COPY

COPY

Dear Mr. Rumman:

I am requesting a 4d(3) exemption for a Senior Public Service Administrator, position number 40070-42-60-200-00-01.

The position reports to the Agency Director and serves as the Manager of the Office of High Performance Workplace for the Agency. The position's reporting structure is moving from the Bureau Chief of Technology and Industrial Competitiveness to the

May 15, 2003

VIII. EXEMPTIONS UNDER SECTION 4D(3) OF THE PERSONNEL CODE (continued)

G. Department of Commerce and Economic Opportunity - Proposed Exemption
(continued)

Director. This change is made in conjunction with the Governor's priority to bring the State of Illinois' training programs into a more cohesive organization within the Agency. This change serves as a step in bringing the workforce training programs under the direct leadership of the Agency's Director. The position is a policy formulating manager that develops the workforce training programs for the Agency.

With the above responsibilities, the position must exercise administrative authority and policy development in the identification of effective techniques to promote the Agency's High Performance Workplace Programs.

The policy and administrative responsibility of the position warrants consideration to be exempt under Section 4d(3) of the Personnel Code.

I ask for your approval of my request to make this position a 4d(3) exemption and to be effective as soon as possible.

END OF COPY

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title:	Senior Public Service Administrator
Position Number:	40070-42-60-200-00-01
Division:	Office of High Performance Workplace
Incumbent:	Vacant
Supervisor:	Director
Location:	Cook County

May 15, 2003

VIII. EXEMPTIONS UNDER SECTION 4D(3) OF THE PERSONNEL CODE (continued)

H. Department of Insurance - Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Richards:

Director J. Anthony Clark of the Department of Insurance has requested 4d(3) exemption of the following position:

Position Title:	Administrative Assistant II
Position Number:	00502-14-00-000-00-02
Division:	Executive
Incumbent:	Vacant
Supervisor:	Assistant Director of Insurance
Location:	Cook County

This position reports directly to the Assistant Director. As an administrative assistant, the incumbent has the authority to represent the Assistant Director and commit the Department and its programs to courses of action, subject only to the review of the Assistant Director or the Director. Additionally, this position serves as liaison to department managers, supervisors, employees, other state agencies, private organizations and individuals regarding the Department's policies and programs.

Considering the reporting relationship and the existence of a similar Administrative Assistant II with a 4d(3) exemption, I agree with Director Clark and recommend 4d(3) exemption.

To facilitate your staff's review, I have enclosed a copy of the subject position, together with the Department's letter of request and the organization chart. If additional information is required, please contact Marianne Armento, Division Manager, Technical Services Division, at 782-5601.

END OF COPY

COPY

Dear Director Rumman:

We are proposing the exemption of a new Administrative Assistant II, as provided in Section 4(d)(3) of the Personnel Code.

May 15, 2003

VIII. EXEMPTIONS UNDER SECTION 4D(3) OF THE PERSONNEL CODE (continued)

H. Department of Insurance - Proposed Exemption (continued)

This position serves as an assistant to the Assistant Director, with significant authority of the Assistant Director to commit the agency and its programs to courses of action, subject only to the review of the Assistant Director or Director.

The attached CMS-104 and organizational charts will depict the placement and responsibility of this position.

Thank you for your assistance in this matter.

END OF COPY

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title:	Administrative Assistant II
Position Number:	00502-14-00-000-00-02
Division:	Executive
Incumbent:	Vacant
Supervisor:	Assistant Director of Insurance
Location:	Cook County

I. Department of Natural Resources - Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Richards:

Director Joel Brunsvold of the Department of Natural Resources has requested 4d(3) exemption of the following position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-12-00-800-00-01
Division:	Director's Office
Incumbent:	Vacant
Supervisor:	Director
Location:	Sangamon

May 15, 2003

IX. EXEMPTIONS UNDER SECTION 4D(3) OF THE PERSONNEL CODE (continued)

This position reports directly to the Director and exercises principal responsibility for the determination and execution of policy which fix objectives and state the principals to control action toward operating objectives for the Office of Scientific Research & Analysis, Office of Water Resources and the Office of Realty & Environmental Planning.

Considering the reporting relationship and the fact that the position represents the Director of Natural Resources in developing and implementing policies and procedures for the assigned areas, I agree with Director Brunsvold and recommend 4d(3) exemption.

To facilitate your staff's review, I have enclosed a copy of the subject position, together with the agency's letter of request and the organization chart.

Also enclosed with this package is a copy of the clarifications for two existing 4d(3) positions within the Department of Natural Resources. They are:

Position Title:	Senior Public Service Administrator
Position Number:	40070-12-00-100-00-01
Division:	Director's Office
Incumbent:	Vacant
Supervisor:	Director
Location:	Sangamon

Position Title:	Senior Public Service Administrator
Position Number:	40070-12-00-200-00-01
Division:	Director's Office
Incumbent:	James A. Riemer, Jr.
Supervisor:	Director
Location:	Sangamon

The above clarifications also report to the Director and exercise principal responsibility for the determination and execution of policy for assigned areas.

If additional information is required, please contact Marianne Armento, Division Manager, Technical Services Division, at 782-5601.

END OF COPY

May 15, 2003

VIII. EXEMPTIONS UNDER SECTION 4D(3) OF THE PERSONNEL CODE (continued)

I. Department of Natural Resources - Proposed Exemption (continued)

COPY

Dear Director Rumman:

Please find enclosed the necessary documents to establish a Senior Public Service Administrator and exempt the position from Jurisdiction B, Section 4d3, of the Personnel Code.

The responsibilities of this position exercises principal responsibility for the determination and execution of policy which fix objectives and state the principals to control action toward operating objectives for more than one division, such decisions are subject to review or reversal only the director. Your concurrence with this request will be appreciated. Should you need additional information, please contact Terri Fuhr at 782-7616.

END OF COPY

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title:	Senior Public Service Administrator
Position Number:	40070-12-00-800-00-01
Division:	Director's Office
Incumbent:	Vacant
Supervisor:	Director
Location:	Sangamon

J. Department of Agriculture - Proposed Exemption

The Department has withdrawn this request for exemption.

Acting Director Thomas E. Jennings of the Illinois Department of Agriculture has requested 4d(3) exemption of the following established position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-11-01-600-00-01
Division:	Executive Office
Incumbent:	Vacant
Supervisor:	Director of Agriculture
Location:	Springfield

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VIII. EXEMPTIONS UNDER SECTION 4D(3) OF THE PERSONNEL CODE (continued)

I. Department of Agriculture - Proposed Exemption (continued)

This position reports directly to the Director and directs and administers policies and procedures affecting the C-Far, AgriFirst, Ag Assembly and Value-added programs for the Department of Agriculture. The incumbent in this position acts in full authority for the Director and interprets Agency policies, programs, and objectives for intergovernmental public and private organizations.

Considering the reporting relationship and the responsibility of directing and administering policies and procedures affecting Department programs, I agree with Director Jennings and recommend 4d(3) exemption.

To facilitate your staff's review, I have enclosed a copy of the subject position, together with the agency's letter of request and the organization chart. If additional information is required, please contact Marianne Armento, Division Manager, Technical Services Division, at 782-5601.

END OF COPY

COPY

Dear Director Rumman:

We are proposing the exemption of a current Senior Public Service Administrator, Opt. 1 (40070-11-01-600-00-01), as provided in Section 4d3 of the Personnel Code.

This position reports directly to the Director of Agriculture. It directs and administers policies and procedures affecting the C-Far, AgriFirst, Ag Assembly and Value-added programs for the Agency. The position acts in full authority for the Director and interprets Agency policies, programs and objectives for intergovernmental public and private organizations.

The attached CMS-104 and organizational charts will depict the placement and responsibility of this position.

If additional information is needed, please contact James A. Shupenus, Jr. at 217/524-0221. Thank you for your assistance in this matter.

END OF COPY

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VIII. EXEMPTIONS UNDER SECTION 4D(3) OF THE PERSONNEL CODE (continued)

K. Environmental Protection Agency - Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Richards:

Director Renee Cipriano of the Environmental Protection Agency has requested 4d(3) exemption of the following position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-46-00-400-00-01
Division:	Director
Incumbent:	Vacant
Supervisor:	Director
Location:	Sangamon County

This position reports directly to the Agency's Director and serves as an Intergovernmental Affairs Liaison. Additionally, this position develops, recommends and interprets Agency policies and procedures related to Federal legislation.

Considering the reporting relationship and the responsibility of developing, recommending and interpreting Agency policies and procedures related to Federal legislation, I agree with Director Cipriano and recommend 4d(3) exemption.

To facilitate your staff's review, I have enclosed a copy of the subject position, together with the Department's letter of request and the organization chart. If additional information is required, please contact Marianne Armento, Division Manager, Technical Services Division, at 782-5601.

END OF COPY

COPY

Dear Mr. Rumman:

We are requesting approval to exempt the position of Senior Public Service Administrator (40070-46-00-400-00-01) in accordance with Section 4d(3) of the Personnel Code.

May 15, 2003

VIII. EXEMPTIONS UNDER SECTION 4D(3) OF THE PERSONNEL CODE (continued)

K. Environmental Protection Agency - Proposed Exemption (continued)

This position directly reports to me and is located in Springfield, Illinois. The position will serve as Intergovernmental Affairs Liaison responsible for intergovernmental relations, special legislative projects, and federal legislative services.

The attached CMS-104 (Position Description) and an organizational chart will depict the placement and responsibilities of this position.

If additional information is needed, please contact me so that we may respond effectively and expeditiously.

END OF COPY

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title:	Senior Public Service Administrator
Position Number:	40070-46-00-400-00-01
Division:	Director
Incumbent:	Vacant
Supervisor:	Director
Location:	Sangamon County

May 15, 2003

VIII. EXEMPTIONS UNDER SECTION 4D(3) OF THE PERSONNEL CODE (continued)

L. Department of Public Health - Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Richards:

Director Eric E. Whitaker of the Department of Public Health has requested 4d(3) exemption of the following established position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-20-30-000-00-81
Division:	Health Promotion
Incumbent:	Mark Schmidt
Supervisor:	Director
Location:	Cook

This position reports directly to the Director and develops policies and procedures regarding Health Promotion programs for the Department of Public Health. Additionally, this position represents the Director at meetings of local agency grantees, local health officials and community organizations.

Considering the reporting relationship, and the fact that the position is responsible for representing the Director of the Agency in the interpretation of programs and policies, I agree with Director Whitaker and recommend 4d(3) exemption. To facilitate your staff's review, I have enclosed copies of the position description, together with the agency's letter of request and organizational chart. If additional information is required, please contact Marianne Armento, Division Manager, at 782-5601 in the Division of Technical Services.

END OF COPY

COPY

Dear Director Rumman:

Attached is the clarification of a Senior Public Service Administrator position, which serves as my Deputy Director for the Office of Health Promotion. This position reports directly to me and is vested with major policy responsibilities and development for this agency's efforts regarding Illinois' chronic disease and prevention programs, oral health issues and health education issues. The Deputy Director is responsible for incorporating federal policies into statewide programs to

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VIII. EXEMPTIONS UNDER SECTION 4D(3) OF THE PERSONNEL CODE (continued)

L. Department of Public Health - Proposed Exemption (continued)

assure federal guidelines are met. In addition, this position coordinates legislative issues for the Office that relate to policies and procedures specific to the complex issues of the Office.

Since this position does report directly to me and is vested with such major policy responsibilities, I am requesting that it be considered for 4d3 policy exemption, under Commission Rule 11, Jurisdiction B Exemptions. An overview organizational chart is also included for your review.

If additional information is needed by your staff, please have them contact Gina Swehla at 217/785-2031. Your attention to this matter will be appreciated.

END OF COPY

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title:	Senior Public Service Administrator
Position Number:	40070-20-30-000-00-81
Division:	Health Promotion
Incumbent:	Mark Schmidt
Supervisor:	Director
Location:	Cook

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VIII. EXEMPTIONS UNDER SECTION 4D(3) OF THE PERSONNEL CODE (continued)

M. Department of Children & Family Services - Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services:

COPY

Dear Chairman Richards:

Director Samuels of the Department of Children and Family Services has requested 4d(3) exemption of the following position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-16-00-500-00-01
Division:	Director's Office
Incumbent:	Vacant
Supervisor:	Director Samuels
Location:	Cook County

This position is the Deputy Director of Human Resources who directs and administers policies and procedures effecting agency human resource programs for the Agency. This position acts with the full authority of the Director in negotiating statewide labor contracts; performs outreach to the legislature, other state agencies, and to community organizations.

Considering the reporting relationship, and the fact that the position is responsible for representing the Director of the Agency in the interpretation of programs and policies, I agree with Director Samuels and recommend 4d(3) exemption.

To facilitate your staff's review, I have enclosed a copy of the subject position, together with the agency's letter of request and the organization chart. If additional information is required, please contact Marianne Armento, Division Manager, at 782-5601 in the Division of Technical Services.

END OF COPY

COPY

Dear Director Rumman:

We are proposing the exemption of a Senior Public Service Administrator, Opt. 1, Position Number 40070-16-00-500-00-01, as provided in Section 4(d)(3) of the Personnel Code.

May 15, 2003

VIII. EXEMPTIONS UNDER SECTION 4D(3) OF THE PERSONNEL CODE (continued)

M. Department of Children & Family Services - Proposed Exemption (continued)

This is a Deputy Director position and reports directly to the Director of DCFS and directs and administers policies and procedures effecting human resource programs for the Agency. This position acts with the full authority of the Director in negotiating statewide labor contracts; performs outreach to the legislature, other state agencies and to community organizations.

The attached CMS-104 and organizational charts will depict the placement and responsibility of this position. We are also requesting to change the work county from Sangamon to Cook.

Thank you for your assistance in this matter.

END OF COPY

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title:	Senior Public Service Administrator
Position Number:	40070-16-00-500-00-01
Division:	Director's Office
Incumbent:	Vacant
Supervisor:	Director Samuels
Location:	Cook County

May 15, 2003

VIII. EXEMPTIONS UNDER SECTION 4D(3) OF THE PERSONNEL CODE (continued)

N. Department of Central Management Services - Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Richards:

The Department of Central Management Services is requesting 4d(3) policy exemption of the following position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-10-000-01-01
Division:	Communication & Computer Services
Incumbent:	James A. Burgard
Supervisor:	Associate Director
Location:	Sangamon

This position will report to the agency Associate Director, performs highly responsible and complex administrative duties by planning, assigning, supervising and reviewing all activities within the Bureau of Communication and Computer Services, coordinates and reviews all staff activities regarding planning and performance management and all division line functions in the areas of Telecommunications, Information Services, and Agency Services. In addition, this position interprets existing policy and formulates, develops and supervises the implementation of new and revised policies, programs, procedures and methods.

Considering the reporting relationship directly to the Associate Director and comparable to other program policy exemptions, I agree and recommend 4d(3) exemption.

To facilitate your review, I have enclosed copies of the position description and organization charts. If additional information is required, please contact Tricia Pineda, Internal Personnel Office, at 782-7638.

END OF COPY

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

May 15, 2003

VIII. EXEMPTIONS UNDER SECTION 4D(3) OF THE PERSONNEL CODE (continued)

N. Department of Central Management Services - Proposed Exemption (continued)

Position Title: Senior Public Service Administrator
Position Number: 40070-37-10-000-01-01
Division: Communication & Computer Services
Incumbent: James A. Burgard
Supervisor: Associate Director
Location: Sangamon

O. Department of Central Management Services - Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Richards:

The Department of Central Management Services is requesting 4d(3) policy exemption of the following position:

Position Title: Senior Public Service Administrator
Position Number: 40070-37-80-000-01-01
Division: Information Services
Incumbent: Kathy Maple
Supervisor: Administrator of the Office of Public Affairs
Location: Sangamon

This position will report to the Administrator of the Office of Public Affairs, plans and administers programs of the Bureau of Information Services; provides assistance and recommendations to the Chief Executive, all code departments, boards and commissions, and the General Assembly concerning public information materials. In addition, this position provides administration direction for state divisions involved in production of printing or procurement of printing from private vendors for state agencies.

Considering the reporting relationship directly to the Administrator of the Office of Public Affairs and comparable to other program policy exemptions, I agree and recommend 4d(3) exemption. To facilitate your review, I have enclosed copies of the position description and organization charts. If additional information is required, please contact Tricia Pineda, Internal Personnel Office, at 782-7638

END OF COPY

May 15, 2003

VIII. EXEMPTIONS UNDER SECTION 4D(3) OF THE PERSONNEL CODE (continued)

O. Department of Central Management Services - Proposed Exemption (continued)

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title: Senior Public Service Administrator
Position Number: 40070-37-80-000-01-01
Division: Information Services
Incumbent: Kathy Maple
Supervisor: Administrator of the Office of Public Affairs
Location: Sangamon

P. Department of Central Management Services - Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Richards:

The Department of Central Management Services is requesting 4d(3) policy exemption of the following position:

Position Title: Senior Public Service Administrator
Position Number: 40070-37-70-000-01-01
Division: Legal Services
Incumbent: Vacant
Supervisor: Chief of Operations
Location: Sangamon

This position will report to the Chief of Operations and serves as the chief technical and legal advisor for the Chief of Operations and the agency; conducts hearings, drafts legislation and assists the Attorney General in the preparation and presentation of cases. In addition, this position conducts litigation on special cases which may impact the Department.

Considering the reporting relationship directly to the Chief of Operations and comparable to other program policy exemptions, I agree and recommend 4d(3) exemption. To facilitate your review, I have enclosed copies of the position description and organization charts. If additional information is required, please contact Tricia Pineda, Internal Personnel Office, at 782-7638.

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VIII. EXEMPTIONS UNDER SECTION 4D(3) OF THE PERSONNEL CODE (continued)

P. Department of Central Management Services - Proposed Exemption (continued)

WILL THE COMMISSION APPROVE THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title: Senior Public Service Administrator
Position Number: 40070-37-70-000-01-01
Division: Legal Services
Incumbent: Vacant
Supervisor: Chief of Operations
Location: Sangamon

Q. Department of Central Management Services - Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Richards:

The Department of Central Management Services is requesting 4d(3) policy exemption of the following position:

Position Title: Senior Public Service Administrator
Position Number: 40070-37-60-000-01-02
Division: Property Management
Incumbent: Vacant
Supervisor: Associate Director
Location: Sangamon

This position will report to the agency Associate Director and will serve as the manager of Bureau of Property Management, coordinates and reviews all staff activities regarding planning and performance management and all division line functions included in the Divisions of Property Control, Real Estate Leasing, Real Property and Facility Management. In addition, this position serves as ultimate resources in the formulation, assembly, and implementation of the Bureau's budget.

Considering the reporting relationship directly to the Associate Director and comparable to other program policy exemptions, I agree and recommend 4d(3) exemption.

May 15, 2003

VIII. EXEMPTIONS UNDER SECTION 4D(3) OF THE PERSONNEL CODE (continued)

Q. Department of Central Management Services - Proposed Exemption (continued)

To facilitate your review, I have enclosed copies of the position description and organization charts. If additional information is required, please contact Tricia Pineda, Internal Personnel Office, at 782-7638.

END OF COPY

WILL THE COMMISSION APPROVE THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title: Senior Public Service Administrator
Position Number: 40070-37-60-000-01-02
Division: Property Management
Incumbent: Vacant
Supervisor: Associate Director
Location: Sangamon

R. Department of Central Management Services - Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Richards:

The Department of Central Management Services is requesting 4d(3) policy exemption of the following position:

Position Title: Senior Public Service Administrator
Position Number: 40070-37-40-000-01-02
Division: Support Services
Incumbent: Robert Kirk
Supervisor: Assistant Director
Location: Sangamon

This position will report to the agency Assistant Director and serves as Manager of Support Services in organization, direction, and coordinating all functions of an accounting, budgetary, fiscal, and operational nature; formulates and interprets policy for the Department pertaining to the Bureau's operation. In addition, this position develops and implements new and revised plans, programs and procedures.

May 15, 2003

VIII. EXEMPTIONS UNDER SECTION 4D(3) OF THE PERSONNEL CODE (continued)

R. Department of Central Management Services - Proposed Exemption (continued)

Considering the reporting relationship directly to the Assistant Director and comparable to other program policy exemptions, I agree and recommend 4d(3) exemption. To facilitate your review, I have enclosed copies of the position description and organization charts. If additional information is required, please contact Tricia Pineda, Internal Personnel office, at 782-7638.

END OF COPY

WILL THE COMMISSION APPROVE THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title: Senior Public Service Administrator
Position Number: 40070-37-40-000-01-02
Division: Support Services
Incumbent: Robert Kirk
Supervisor: Assistant Director
Location: Sangamon

S. Department of Central Management Services - Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Richards:

The Department of Central Management Services is requesting 4d(3) policy exemption of the following position:

Position Title: Senior Public Service Administrator
Position Number: 40070-37-30-000-01-01
Division: Bureau of Benefits
Incumbent: Vacant
Supervisor: Associate Director
Location: Sangamon

This position will report to the Associate Director and will serve as the Bureau Manager of Benefits. Organizes, plans, controls and evaluates the operations of all statewide benefits, which includes: Group Insurance, Deferred Compensation, and

May 15, 2003

IX. EXEMPTIONS UNDER SECTION 4D(3) OF THE PERSONNEL CODE (continued)

S. Department of Central Management Services - Proposed Exemption (continued)

Risk Management. In addition, this position represents the Director/Associate Director in overseeing the request for proposals and bids submitted by carriers/vendors for the Bureau of Benefits.

Considering the reporting relationship directly to the Associate Director and comparable to other program policy exemptions, I agree and recommend 4d(3) exemption. To facilitate your review, I have enclosed copies of the position description and organization charts. If additional information is required, please contact Tricia Pineda, Internal Personnel office, at 782-7638.

END OF COPY

WILL THE COMMISSION APPROVE THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title: Senior Public Service Administrator
Position Number: 40070-37-30-000-01-01
Division: Bureau of Benefits
Incumbent: Vacant
Supervisor: Associate Director
Location: Sangamon

T. Department of Central Management Services - Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Richards:

The Department of Central Management Services is requesting 4d(3) policy exemption of the following position:

Position Title: Senior Public Service Administrator
Position Number: 40070-37-20-000-01-01
Division: Bureau of Personnel
Incumbent: Dawn DeFrates
Supervisor: Chief of Staff
Location: Sangamon

May 15, 2003

VIII. EXEMPTIONS UNDER SECTION 4D(3) OF THE PERSONNEL CODE (continued)

T. Department of Central Management Services - Proposed Exemption (continued)

This position will report to the agency Chief of Staff and will serve as Bureau Manager of Personnel, coordinating all functions of Statewide personnel Administration, Classification, Examining and Counseling, Personnel Transactions and Records, Technical Services, Rutan Compliance and Training, and Budget. In addition, this position serves as the authority on all statewide personnel policy making issues impacting every agency under the jurisdiction of the Governor, develops long range goals for the bureau in keeping with the goals and objectives of the department.

Considering the reporting relationship directly to the Chief of Staff and comparable to other program policy exemptions, I agree and recommend 4d(3) exemption.

To facilitate your review, I have enclosed copies of the position description and organization charts. If additional information is required, please contact Tricia Pineda, Internal Personnel office, at 782-7638.

END OF COPY

WILL THE COMMISSION APPROVE THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-20-000-01-01
Division:	Bureau of Personnel
Incumbent:	Dawn DeFraties
Supervisor:	Chief of Staff
Location:	Sangamon

U. Department of Central Management Services - Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Richards:

The Department of Central Management Services is requesting 4d(3) policy exemption of the following position:

May 15, 2003

VIII. EXEMPTIONS UNDER SECTION 4D(3) OF THE PERSONNEL CODE (continued)

U. Department of Central Management Services - Proposed Exemption (continued)

Position Title: Senior Public Service Administrator
Position Number: 40070-37-03-000-01-01
Division: Internal Audits
Incumbent: Shelly Martin
Supervisor: Director
Location: Sangamon

This position reports to the Director and serves as the Chief Internal Auditor for the Department of Central Management Services; directs adaptation and application of professional audit standards; reviews and approves audit reports; meets with Division and Office level managers to discuss audits findings and recommendations; and monitors implementation of audits recommendations. In addition, this position prepares and manages exit conferences and determines CMS's responses adequacy before submission to the Director.

Considering the reporting relationship directly to the Director and comparable to other program policy exemptions, I agree and recommend 4d(3) exemption.

To facilitate your review, I have enclosed copies of the position description and organization charts. If additional information is required, please contact Tricia Pineda, Internal Personnel office, at 782-7638.

END OF COPY

WILL THE COMMISSION APPROVE THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title: Senior Public Service Administrator
Position Number: 40070-37-03-000-01-01
Division: Internal Audits
Incumbent: Shelly Martin
Supervisor: Director
Location: Sangamon

V. Department of Central Management Services - Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

May 15, 2003

VIII. EXEMPTIONS UNDER SECTION 4D(3) OF THE PERSONNEL CODE (continued)

V. Department of Central Management Services - Proposed Exemption (continued)

COPY

Dear Chairman Richards:

The Department of Central Management Services is requesting 4d(3) policy exemption of the following position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-04-000-01-01
Division:	Business Enterprise Program/Asst. Director's Office
Incumbent:	Sondra Phillips
Supervisor:	Assistant Director
Location:	Cook

This position will report to the agency Assistant Director and will serve as the Secretary to the Council and is responsible for the operation of the program as the Bureau Manager of the Business Enterprise Program for Minorities, Females, and Persons with Disabilities, a Division of the Department of Central Management Services; implements, monitors and enforces the requirements of the BEP Act. In addition, this position is responsible for implementing Council decisions.

Considering the reporting relationship directly to the Assistant Director and comparable to other program policy exemptions, I agree and recommend 4d(3) exemption.

To facilitate your review, I have enclosed copies of the position description and organization charts. If additional information is required, please contact Tricia Pineda, Internal Personnel office, at 782-7638.

END OF COPY

WILL THE COMMISSION APPROVE THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-04-000-01-01
Division:	Business Enterprise Program/Asst. Director's Office
Incumbent:	Sondra Phillips
Supervisor:	Assistant Director
Location:	Cook

IX. NON-MERIT APPOINTMENT REPORT

The Personnel Code permits non-merit appointments for a limited period of time, i.e., emergency appointments shall not exceed 60 days and shall not be renewed, and positions shall not be filled on a temporary or provisional basis for more than six months out of any twelve-month period. Consecutive non-merit appointments are not violative of the Code, however, they do present a possible evasion of merit principles and should be monitored. Set forth below is the number of consecutive non-merit appointments made by each department. These statistics are from the Department of Central Management Services consecutive non-merit report as of April 30, 2003.

	<u>3/31/03</u>	<u>4/30/03</u>
Agriculture	0	2
Central Management Services	4	0
DCEO	2	1
Corrections	2	2
Employment Security	1	1
Human Services	3	3
Labor Relations Board Educ.	1	1
Military Affairs	1	0
Natural Resources	5	4
Professional Regulation	3	3
Public Health	4	4
State Police	1	1
State Retirement Systems	1	1
Transportation	<u>19</u>	<u>0</u>
	47	23

X. MOTION TO GO INTO SECOND EXECUTIVE SESSION

WILL THE COMMISSION HOLD A SECOND EXECUTIVE SESSION TO DISCUSS PERSONNEL ISSUES?

XI. ANNOUNCEMENT OF NEXT MEETING

Announcement of the next regular meeting to be held on Thursday, June 19, 2003 at 9:00 a.m. in the Commission's Chicago Office.

XII. MOTION TO ADJOURN